



CALIFORNIA WING FINANCIAL MANAGEMENT PROCEDURE 3

1 November 2011
WING TRAVEL POLICY

Changes:

Replaced CAPF 108 with new CAWGF 8, *CAWG Travel Voucher*. Added requirement to use CAPF 170 *Business Meals and Entertainment Form*, to account for reimbursable business meals. Changed reference to Operating Instruction 25 to the renamed Financial Management Procedure 2. Revised due date for submitting CAWGF5 to the 23rd of the month. Numerous text changes and additions indicated by shading.

1. General

Travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. CAWG may pay for member travel incurred in pursuit of CAP goals, when requested by Wing or by National Headquarters and authorized in writing. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel. Any travel by wing staff to be paid by California Wing funds must be approved in advance by the Wing Commander or Wing Finance Committee. Travel by any member of a subordinate group or squadron within California Wing must be approved in advance by the unit's Finance Committee and recorded in minutes in advance of the expenditure. Travel outside California by any member of wing staff, or by any member of a subordinate group or unit must be approved in advance by the Wing Commander or Wing Finance Committee. Copies of the written approval or Finance Committee minutes will be attached to the reimbursement claim.

2. Guidelines

All travel must be approved in advance by the appropriate authority as defined above.

Any travel wherein a member requests overnight hotel accommodations must be approved in advance by the Wing Commander, or by the Wing Finance Committee in writing. The written request must provide specific details and an estimate of the expenses. Ground transportation each way of less than 150 miles should be accomplished during one day. Utilization of CAP aircraft as an alternative should be considered. Any member requesting overnight accommodations needs to provide a comparison of the cost of travel by vehicle, aircraft and the hotel and other costs of the travel with a specific justification of the mode selected.

Wing members should look for the best return on investment when planning travel. This policy is intended to provide guidelines for wing members to ensure effective use of time and to minimize expenses. While this policy strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. The member will be required to submit **detailed** documentation including receipts to validate expenses incurred. Wing Staff will be reviewing all claims for reimbursement. Claims without detailed records will be returned to the originator for proper supporting documentation. A copy of a credit card charge showing only the total charge is not acceptable. Details of the charge need to be attached to the claim for reimbursement.

The use of subordinate group and unit CAP credit cards for travel is only for miscellaneous small

expenses. Because of the restricted credit limit, charges for meals, lodging, car rentals and airline expense should utilize a personal credit card.

Because of the time and expense involved, travel should be undertaken only when personal contact is necessary to conduct the required mission or purpose and when no other form of communication may be substituted. Should travel be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.

Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for National Board meetings, region and Wing conferences will be reimbursed at the conference or host hotel rate.

Members on California Wing business travel are official representatives of Civil Air Patrol — U.S. Air Force Auxiliary and the California Wing. It is expected that their public behavior will, at all times, project an image that is a credit to the organization.

3. Reimbursement of Member Expenses

To be reimbursed, member costs for travel and fuel, must be reasonable and in accordance with CAP regulations and Wing policies. The general criteria for a reimbursable expense are:

- a. Reasonableness of the expense, and
- b. Wing-related business purpose

Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls. Authorized expenses must be itemized in the approved Finance Committee minutes or Wing Commander's written authorization. Reimbursement for meals is discussed in Paragraph 10.

4. CAWGF 8 Travel Voucher

CAWGF 8, *California Wing Travel Voucher*, will be used to document travel and obtain reimbursement of personal expense, i.e., items paid by personal credit card, cash or check. Only reasonable and pre-authorized wing-related expenses will be reimbursed. Receipts for claimed expenses must be attached to the form. This includes documents showing details of the charges and not merely a copy of a credit card charge slip showing only a total amount. The traveling member must sign the CAWGF 8 verifying validity, and a Finance Committee member must also sign to authorize reimbursement. A copy of the Finance Committee minutes reflecting the advanced approval of the travel and including a not to exceed amount, or other written authorization from the Wing Commander including emails must be attached. The CAWGF 8 must be submitted to CAWG/FM within 10 calendar days after completion of the travel.

5. CAWGF 5 Credit Card Purchases

CAWGF 5, *Credit Card Purchases*, will be used to identify items purchased on the CAP Corporate Visa credit card. Receipts documenting the expense will be attached. This includes a copy of the credit card charge slip and a copy of the invoice or receipt detailing what was purchased. Processing will be in accordance with Financial Management Procedure 2. The CAWGF 5 will be submitted with receipts by the 23rd of each month. Failure to turn in the approved CAWGF5 with all the documentation in a timely manner may result in the credit card being cancelled.

6. Travel Advances:

The California Wing Commander or appropriate Finance Committee may approve travel advances on a case-by-case basis. The member must submit a proposed budget to the Wing Commander or Finance Committee detailing the estimated costs of the travel. The Wing Commander or Finance Committee will determine the amount. The request may or may not be approved. After completion of travel, the member will attach a reconciliation of the advanced funds to actual expenses incurred, supported by receipts. Members receiving travel advances will be required to repay any funds that are in excess of actual expenses incurred. Shortages paid from personal funds will be claimed using the CAWGF 8 process described in Paragraph 4, above. Shortages paid with the CAP Corporate Visa card will be claimed on CAWGF 5 as described in Paragraph 5. If the member does not submit the report with all receipts within 10 calendar days, the member will be responsible for reimbursing the Wing the entire amount of the advance.

7. Air Transportation:

Corporate Aircraft and Airline Travel

When air travel is required, a cost analysis should be conducted to determine the use of a corporate aircraft vs. commercial airline. If airline use is deemed more economical, reservations and ticket purchases will be made by the member's personal credit card or the Corporate Visa credit card. Written approval by the Wing Commander or Wing Finance Committee must be obtained for air travel.

Flights should be booked as far in advance as possible to obtain advance purchase prices on tickets. Air fare will be reimbursed to members by submitting CAWGF 8.

When making reservations, members should accept the lowest fare in the market place without regard to the airline providing the service. Reservations on a known discount airline such as Southwest, Jet Blue, etc. should be considered for comparison purposes even if it means changing aircraft one or more times to get to the destination. For purposes of obtaining the best fare possible, the member should be reasonably flexible regarding flight times. Every attempt should be made to take advantage of reduced rates. Coach class (or lowest available) should be used by all members. Business and First class fares are not authorized.

Non-refundable tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the Wing will reimburse the change fee only with written authorization from a member of the finance committee. Unused non-refundable tickets are to be applied to future tickets. Members are reminded of their responsibility to reschedule non-refundable tickets in order not to lose the value of the scheduled airfare when a trip is cancelled.

Members are encouraged to economize on airport parking. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures should be itemized on the CAWGF 8 or CAWGF 5 and detailed receipts including any credit card charge slips need to be attached.

Member Furnished Aircraft

Private aircraft may be used if the pilot has the Wing Commander's approval and both pilot and aircraft meet the requirements of the current CAPR 60-1. Reimbursement will be made on the cost of the fuel consumed, unless the aircraft's use is authorized pursuant to a specific mission. In this

instance, the reimbursement will be in accordance with CAPR 60-1 and at the rates specified in CAPR 173-3.

8. Ground transportation:

Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP vehicles for transportation during wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Members should retain original detailed receipts for the rental charges along with documentation of any fuel purchased for the rented vehicle. Luxury size sedans, vans or SUVs are not allowed without prior approval of the Wing Commander or Wing Finance Committee. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of the reserved model. The Wing may reimburse fuel for members who use a personal vehicle for travel. Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Members are responsible for all other expenses incurred while driving their personal vehicles, including moving traffic violations and parking tickets. Mileage for the ground transportation must be recorded on the **CAWGF 8**. Also attach a copy of Map Quest to validate the mileage.

The Wing will not compensate the member using his/her own vehicle for any physical automobile damage, or for any amount which may be deductible from the member's collision insurance coverage.

9. Allowability

The following information is taken from National Headquarters policy on travel.

Expenses for business meals and entertainment must be ordinary and necessary per the IRS definition and must meet the following criteria:

- a. Directly-related test
 - Entertainment took place in a business setting and the purpose is to promote CAP
 - Convention
 - Hospitality room
 - The main purpose of the combined business and entertainment was the active conduct of business.
 - You did engage in Civil Air Patrol business during the entertainment period.
 - You had more than a general expectation of Civil Air Patrol getting income or some other specific business benefit at some future time.

Per the IRS, business is not considered to be the main purpose of an event when business and entertainment are combined on hunting and fishing trips, or on yachts or other pleasure boats.

If Civil Air Patrol business is only incidental to the entertainment, the expenses do not meet the "directly related" test. For example, cocktail parties and sporting events are considered entertainment that is not directly related entertainment expenses.

b. Associated test:

- Entertainment must be directly associated with the conduct of Civil Air patrol business and there must be a clear business purpose.
- Entertainment must occur before or after a “substantial business discussion”. There must be an active discussion, negotiation, or other transaction pertaining to the business of Civil Air Patrol.

10. Meals:

Business Meeting Meals

a. Business meeting meals must have a business purpose and must include two or more persons. Costs should be reasonable and customary for the location. Itemized detailed receipts of the purchase are required. Tips for business meeting meals are reimbursable up to 15% of meal cost.

b. The member's credit card or cash should be used to pay for such expenses.

c. Regardless of the payment method used, alcoholic beverages associated with a business meeting meal will not be reimbursed.

d. Reimbursement claims are submitted on the **CAPF 170, Business Meals and Entertainment Form.**

Personal Meals

Personal meals are individual, everyday meals consumed during business travel **with related lodging expense.** A maximum of three personal meals per day may be reimbursed. Under no circumstance may the per diem reimbursement for meals exceed \$55.00 for three meals.

Members do not qualify for personal meal reimbursement during same-day travel. IRS regulations require that an employee be away from home substantially longer than an ordinary day's work and during the time away from home, need sleep or rest.

11. Miscellaneous

Reasonable charges for telephone or FAX communications made for Wing-related purposes will be reimbursed. Detailed receipts for those charges must be attached unless included on the hotel statement. Internet charges are also reimbursable with prior approval. Members should use their personal cell telephones to minimize costs.

Reasonable tips for baggage handling will be reimbursed.

Reasonable charges for registration fees will be reimbursed if approved in advance.

Personal laundry and cleaning and pressing of clothing will not be reimbursed.

Alcoholic beverages will not be reimbursed.

Approved by Finance Committee: 3 Nov 2011